



## Receptionist Job Description

### Duties include:

1. Greeting
2. Answering all phone calls, voicemails, text messages, emails, and face-to-face questions
3. Maintaining the building (taking out trash daily, cleaning and stocking bathrooms, wiping down surfaces in the office and lobby areas, sweeping, mopping, and vacuuming)
4. Shopping off the weekly list generated by the staff
5. Completing any projects or assignments made by the staff

### Expectations:

1. Receptionist will be in the office 5:00-7:00pm Monday-Thursday
2. Receptionist will answer all manner of questions within one business day
3. Receptionist will direct any questions or information to the appropriate pastor, instructors, manager, coordinator, or team member
4. Receptionist will complete cleaning tasks daily
5. Receptionist will shop weekly
6. Receptionist will complete assignments within the time frame given by the assigning staff member

### Compensation:

\$10/hour, about 10-12 hours/week

### Purpose:

At New Life, **we will do anything short of sin to reach people that don't know Christ.** The primary purpose of the programs and classes offered at The Academies @ New Life is to make New Life Church a regular destination for the families of the community.

People will naturally trust the opinions and beliefs of New Life Church when they feel love and a sense of belonging each time they come in the door.

**"In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven."** Matthew 5:16 ESV

*Let your light shine by loving the people God has given you to serve!*